



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATION MANAGER

Posting Number

PN# 102974

Department

FINANCE & ADMINISTRATION

Division

ADMINISTRATIVE SERVICES

Section

BUSINESS OFFICE

Reporting Location

611 Walker, 13th Floor

Workdays & Hours

M - F, 8:00 a.m. - 5:00 p.m.

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION

Oversee the Consolidated Payroll Group (CPG) daily operations that handle 9 city departments and 6,000 city employees and establish goals, supervise and evaluate the personnel in CPG. Plan, develop, and implement the standardization of CPG work procedures. Coordinate with CPG and other department payroll groups to analyze and implement citywide standardizations. Assist in transitioning into the citywide new ERP System by planning, designing, integrating the workflows; prepare documentation of all plans; serve as training coordinator for training needs of staff and end users. Respond to inquiries and complaints and investigate special problems. Review and approve all payroll related documents. Recommend, revise, improve, integrate electronic paper forms. Work as liaison with other departments and outside entities on payroll accounting, record keeping, and other administrative issues. Assist the Division Manager in planning, analyzing, and revising departmental policies and procedures. May be required to occasionally drive on city business. Any other special projects as assigned.

WORKING CONDITIONS

The position is physically comfortable.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of pertinent, progressive professional experience in personnel, administration, accounting or a closely related field are required. A Master's Degree in Business Administration, Public Administration or a closely related field may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

Strong background in Management Information System/Accounting/HR and Payroll, supervisory, training, and coordinating skills, excellent oral and writing skills, planning and documenting innovative and best practice workflows, designing, integrating and problem solving abilities. Special certificate in management or CPA is a plus. Prefer valid driver license and compliance with the City of Houston policy on driving (AP 2-2).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26
\$1,587 - \$2,203 Biweekly \$41,262 - \$57,278 Annually

OPENING DATE

February 16, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-99496.**

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